LU-PO 3
August 18, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
DIVISION OF PROJECT ORGANIZATION

INSTRUCTION FOR THE PROVISION OF ASSISTANCE TO FAMILIES

1 PURPOSE:

The purpose of this instruction is to outline the policies and procedures to be followed in providing assistance to families in connection with projects established under Title III of the Bankhead-Jones Farm Tenant Act.

2 DEPARTMENTAL POLICIES:

The Secretary's "Memorandum for Chiefs of Bureaus and Offices," dated September 25, 1937 (see Exhibit G attached to Instruction LU-PO 1) contains the following statements with regard to "Assistance to Families Residing on Lands Purchased" under Title III:

> "Every consideration will be given to assisting families residing on land purchased to find new opportunities elsewhere. Opportunities for permanent work in the area in connection with the new uses of the land will be utilized to the fullest practical extent. The Department will endeavor to put families needing credit or other financial assistance in touch with Federal or State agencies as may have means at their command to render such aid. On these matters as well as on debt adjustment and rehabilitation problems, the Bureau of Agricultural Economics will consult officials of the Farm Security Administration.
>
> "It is also important that families vacating submarginal farms in one area do not establish new submarginal farms elsewhere. Field employees, therefore, will endeavor to guide such families so that if they purchase or rent new farms, it will be in supermarginal areas. Field employees will maintain close contact with State agricultural colleges and extension services, county agents, and rural rehabilitation supervisors to see that families facing the problem of relocation may be given the most effective help by all agencies.
>
> "Within the limits of the funds available, the Farm Security Administration will provide the necessary debt adjustment, rehabilitation, and related assistance. This will require a definite procedure in cooperation as indicated in this memorandum under the heading 'Procedure and Departmental Clearance.'"

3 MEMORANDUM OF AGREEMENT WITH FARM SECURITY ADMINISTRATION:

a Pursuant to the Secretary's statements of policy, there has been executed a "Memorandum of Agreement between the Bureau of Agricultural Economics and the Farm Security Administration for Providing Assistance to Families in Connection with Projects Established under Title III of the Bankhead-Jones Farm Tenant Act." This Memorandum of Agreement sets forth the respective responsibilities of the Bureau of Agricultural Economics and the Farm Security Administration in this connection and the policies and procedures which will govern the discharge of these responsibilities.

b A copy of this Memorandum of Agreement is attached as Exhibit A. Its provisions are to be studied carefully and put into effect as promptly as possible.

4 SUPPLEMENTARY POLICIES AND PROCEDURES:

In addition to the policies and procedures set forth in the Memorandum of Agreement (Exhibit A) the Following will be observed by Land Utilization Program regional directors:

a General

The provision of assistance to families constitutes no less an important phase of the Land Utilization Program than the land acquisition, land development, and permanent administration phases. Appropriate action to provide such assistance must therefore commence at the earliest possible date and be carried on simultaneously with the other phases of the project program, receiving as much attention at every stage as those other phases.

The fact that the facilities available for assisting families residing on project lands may be more limited in the case of the "new" projects than in the case of the "old" projects should not mean a less successful treatment of this problem. If the limitations in question are recognized at the outset and every effort is made to exhaust the facilities which are available and to integrate such effort with the other phases of the project program, these limitations will be minimized and the results may be even more successful than those previously secured.

b Family Data

I Preliminary Estimates

A Future Project Proposals

Paragraph 5 c III D of Instruction LU-PO 5 already provides for the inclusion in future project proposals of estimates of the budgetary and personnel requirements involved in providing assistance to families residing on the lands to be proposed for purchase, on other lands within the project area, and any other pertinent lands adjacent to but outside of the proposed project area.

4 b I B Project Proposals Already Submitted

Land Utilization Program regional directors will promptly prepare, with the cooperation of regional directors of the Farm Security Administration and transmit to the Leader of the Division of Project Organization, estimates of the budgetary and personnel requirements involved in providing assistance to families in connection with each project in their regions for which a proposal has already been submitted to Washington. These estimates will be prepared on the same basis as that required for estimates to be included in future project proposals.

(1) Insofar as these estimates relate to families residing on lands proposed for purchase, it is believed that sufficiently accurate information is already available as a result of the instructions issued by the Leader of the Division of Project Organization, on January 11, 1938 to Land Utilization officials in charge of Regions I, II, III, IV, V, VI, VIII, IX and XI and on January 26, 1938, to the Land Utilization officials in charge of the Northern and Southern Great Plains Regions. Insofar as such information or information relating to families residing on other lands within the project area is not yet available or cannot be readily secured, Land Utilization Program regional directors, with the cooperation of regional directors of the Farm Security Administration, will make appropriate arrangements for securing such further information as may be necessary in this connection.

If such arrangements will require the use of Title III funds or personnel, Land Utilization Program regional directors will appropriately revise existing work statements to cover the use of such funds or personnel and will submit three copies of such revised work statements to the Division of Project Organization in Washington for prior approval. If the use of Title III funds or personnel in this connection is designed to provide only clerical assistance in tabulating data already available, then no new work unit need be included in revising the work statement but such clerical assistance should be assigned to the most appropriate existing work unit. If the use of Title III funds or personnel in this connection, however, is designed to provide for new field work, then the revised work statement should include a separate work unit to cover both the new field work and any necessary clerical assistance.

4 b I C Revision of Estimates

If significant changes in the acreage proposed for purchase occur subsequently or inaccuracies in the estimates previously submitted are revealed by subsequent surveys, Land Utilization Program regional directors will promptly transmit to the Leader of the Division of Project Organization copies of revised or additional estimates.

II Subsequent Surveys

The Memorandum of Agreement (Exhibit A) provides, in Paragraph I B 1, for securing certain basic data to determine which of the families residing on the project area will require assistance and the type of assistance required by each family and, in Paragraph I C 1, for securing "occupants' statements as to relocation arrangements." It is contemplated that this basic data and the "occupants' statements" in question will both be secured in connection with the farm and land use surveys conducted in connection with the preparation of the land acquisition and other detailed project plans.

If the farm and land use surveys for particular projects have already been completed, and the basic data in question has not yet been secured, or if the securing of such basic data or the "occupants' statements" will appreciably increase the Title III funds or personnel required to conduct the farm and land use surveys, then Land Utilization Program regional directors will submit appropriate work statements for the purpose. The extent to which Title III funds and personnel can be used in this connection will be indicated in the approval of such work statements by the Leader of the Division of Project Organization.

c Use of Project Lands to Provide Assistance to Families

I Life Leases

The granting of life leases will be in accordance with Instruction LU-PO 1 (Supplement 2), and any arrangements for this purpose must be made definite and a part of the purchase transaction as provided in Paragraph 5 e of Instruction LU-LA 3.

II Permanent Maintenance Personnel

A Paragraph II A 2 of the Memorandum of Agreement (Exhibit A) refers only to families for which full or part-time employment as permanent maintenance personnel can be assured by the permanent administering agency. This class, however, may also include those families for which full or part-time employment as permanent maintenance personnel in connection with any other public program will provide an economic basis for continued occupancy of project lands and to which the public agency involved is willing to assure such employment.

4 c II A An illustration in this connection would be the case of a person regularly employed by a State Highway Department to service public roads in the vicinity and who, for reasons of convenience, should desirably reside on project lands.

B It is realized that before determinations as to permanent administering agencies for the projects are made and the projects reach advanced stages of completion, it will be difficult to estimate the maximum possibilities for permanent maintenance employment which the program or other public program in the vicinity will provide and to secure final assurance in this connection from the permanent administering or other public agencies involved. It should be possible, however, to estimate fairly early the minimum opportunities for permanent maintenance employment which will be available and to reach tentative understandings with proposed permanent administering or other public agencies involved. Land Utilization Program regional directors, with the cooperation of regional directors of the Farm Security Administration, will therefore endeavor to reach such understandings as early as possible and will promptly advise the Leader of the Division of Project Organization of any understandings so reached.

C The cooperation of permanent administering and other public agencies involved should also be requested, when found appropriate, to secure the services of other state or local agencies for assisting the families residing on project lands.

III Substitute Occupancy Privileges

A Substitute occupancy privileges, as defined in Paragraph II A 3 of the Memorandum of Agreement (Exhibit A), will not be granted unless they permit the use of better buildings than those owned (or leased) and occupied by the family, will improve the family's location from the standpoint of schools, roads and other public facilities, and will be consistent with efficient project operation and administration.

B The grant of such substitute occupancy privileges will be so conditioned as to provide assurance that any use made of the non-acquired lands owned or leased by the family involved will be consistent with the project program.

C Grazing or similar use privileges may be granted in conjunction with such substitute occupancy privileges.

4 c III D As soon as cases which satisfy the foregoing conditions for the granting of substitute occupancy privileges arise, Land Utilization Program regional directors will submit complete information and recommendations to the Division of Project Organization in Washington for appropriate action.

IV Temporary Use Agreements

A By the time payment is made for the land occupied by each family (except those families which are to remain under life leases or substitute occupancy privileges, or as permanent maintenance personnel), arrangements for the relocation of the family involved should already have been made or every facility available for the purpose should have already been exhausted. There should therefore be few, if any, cases for the granting or renewal of temporary use privileges beyond one cropping season, after payment for the land involved has been made.

B Paragraph 2 b of Instruction LU-PO 6 provides that written permission must be secured from the Leader of the Division of Project Organization before temporary use privileges may be granted for periods exceeding one year where the occupancy of buildings is concerned, or one season in the case of cropping or grazing privileges only. Paragraph 3 c II A (2) of Instruction LU-PO 6 provides that "No temporary use agreements involving the occupancy and use of project lands, the purchase of which has been consummated by the United States, will be executed until the proposed fees for the project have been approved by the appropriate Washington official." It is contemplated that these provisions will furnish a basis for determining whether the continued occupancy of project property by the families involved will be consistent with the relocation program for those families.

d <u>Use of Farm Security Administration Facilities to Provide Assistance to Families:</u>

I The Memorandum of Agreement (Exhibit A) provides, in Paragraph III A 2 k "That loans and grants will not be made to occupants of proposed project areas except upon approval of the project manager." It is intended in this connection, that the County Rural Rehabilitation Supervisors will consult Land Utilization project managers with regard to the financial assistance to be rendered not only to families residing on lands acquired or to be acquired, but also to other families residing in the project area. The purpose of such consultation will be, in the case of families residing on lands acquired or to be acquired, to determine the form and amount of aid to be extended in individual cases and the adequacy of such aid to provide a better location for the family involved, and, in the case of other families residing in the project area, to determine the compatibility of loans and grants with the land use program for the area.

4 d II In order to carry out this provision of the Memorandum of Agreement (Exhibit A), it will be necessary for Land Utilization project managers to effect close cooperative relationships with the County Rural Rehabilitation Supervisors.

e Integration of Assistance to Families with other Phases of Project Program:

I Planning

If a particular agency is to assume any obligations with regard to providing assistance to families on project lands, it is obviously important that that agency become aware of the nature and extent of its obligations at the earliest possible date. Regional officials in charge of Land Utilization will therefore arrange with any agencies, in addition to the Farm Security Administration, which can contribute assistance, for the fullest possible participation by those agencies in pertinent planning phases of the project.

II Land Acquisition

Regional officials in charge of Land Utilization will recognize the desirability of taking into consideration the specific family assistance problems that may be encountered, before recommending the "acceptance" of options. By proceeding in the manner suggested, cases may be avoided in which it is found after the purchase of a particular tract that the family involved cannot be relocated on a satisfactory basis. If, for example, no better or equally good opportunity elsewhere will be available to a family on a particular tract and the purchase of that tract is not vital to the land use adjustment program for the area, then knowledge of these circumstances at the outset may result in not recommending such purchase. Similarly, if a better or equally good opportunity elsewhere will not be available to a family on one tract but will be available to a family on another tract and either one of the two tracts would serve equally well for a particular purpose of the land use adjustment program, then knowledge of these circumstances at the outset may result in recommending the purchase of only the latter tract.

III Development

Experience on the "old" projects has indicated that the continued employment of families residing on project lands in connection with development work is a factor in discouraging those families from taking the initiative in finding new locations.

4 e III A In the light of the general policies set forth in Paragraph 11 d I of Instruction LU-PO 2, Land Utilization Program regional directors will therefore exhaust the possibility of employing members of families which are in need of assistance and which are to remain in the area, before drawing upon families which are in need of assistance but which are to find new locations.

B To the extent it becomes necessary or desirable to employ members of families which are to find new locations, the temporary character of such employment should be made clear to the families involved and such employment should, in accordance with Paragraph III A 4 of the Memorandum of Agreement (Exhibit A), be terminated after the families involved have been offered reasonable bases for removal.

C Paragraph 3 a III A (4) (b) of Memorandum LU-14 provides that "Developmental work which will draw families into the area for temporary employment, or which would retain in the area families who are to relocate outside of the project area, will not be undertaken (this statement shall not be construed to exclude the establishment of CCC or work relief camps)." It should be noted, however, that "parties residing * * * adjacent to the project area," may be permitted to occupy project property for protective purposes in accordance with Paragraph 2 b III and the other pertinent provisions of Instruction LU-PO 6.

D Within the limits of the procedure for the disposition of surplus property, Land Utilization Program regional directors will utilize materials resulting from clearing and salvaging operations on project lands to assist needy families residing within the project area. Insofar as families who are to find new locations may be involved, assistance of this kind should not be rendered where it would serve to discourage the families involved from taking the initiative in finding such new locations.

E Extreme hardship may be imposed on families occupying "key" tracts from the standpoint of the development program if their removal is required before adequate arrangements for their relocation have been made. Regional officials in charge of Land Utilization will therefore endeavor to determine such "key" tracts as early as possible, and, upon such determination secure prior attention for the assistance of such families.

IV Squatters

Considerable difficulty has been encountered in connection with the "old" projects by reason of squatters moving on project lands after the date of optioning and even after the date of purchase. Since such squatter occupancy creates additional relocation and rehabilitation problems, every effort must be made to prevent such situations from arising.

4 e IV A Paragraph 12 g IV of Instruction LU-PO 1 provides: "It will be the general policy to permit the reservation of improvements by the vendor provided such improvements are removed within a specified time and are not needed in connection with the development of the project. Exceptions to this general policy will be those instances in which the improvements, if reserved, would be subject to use in a manner detrimental to the general land conservation and land utilization program." In executing this policy, Land Utilization field officials should encourage vendors to reserve their improvements in cases in which such reservation would be the most effective method of preventing squatter occupancy.

B Land Utilization project managers will institute action at a date sufficiently early to prevent squatter occupancy of buildings immediately upon their being vacated. This action will include demolition, removal, boarding-up, sale for removal within a stipulated period, and such other measures as may be available and appropriate in the particular case. In this connection, attention is called to the desirability of preventing the purchase of project buildings by persons who would so use them as to create the same problems that their sale and removal were designed to eliminate. Such condition should therefore be imposed upon sales of this kind as may be appropriate for the purpose in question within the limits of the procedure for the disposition of surplus property.

Signed:

Ralph F. Wilcox

Ralph F. Wilcox, Acting in Charge,
Division of Project Organization.

Attachment

EXHIBIT A

MEMORANDUM OF AGREEMENT BETWEEN THE
BUREAU OF AGRICULTURAL ECONOMICS AND THE
FARM SECURITY ADMINISTRATION
FOR PROVIDING ASSISTANCE TO FAMILIES IN CONNECTION WITH PROJECTS
ESTABLISHED UNDER TITLE III OF THE BANKHEAD-JONES FARM TENANT ACT

MEMORANDUM OF AGREEMENT BETWEEN THE
BUREAU OF AGRICULTURAL ECONOMICS AND THE
FARM SECURITY ADMINISTRATION
FOR PROVIDING ASSISTANCE TO FAMILIES IN CONNECTION WITH PROJECTS
ESTABLISHED UNDER TITLE III OF THE BANKHEAD-JONES FARM TENANT ACT *

I. Family data.

A. Project proposals.

1. As soon as the preparation of a proposal for the establishment of a project under Title III of the Bankhead-Jones Farm Tenant Act is commenced, regional officials in charge of LU will advise regional directors of the FSA, outlining the proposed project and arranging for participation where desired of appropriate representatives of the FSA. The purpose of such participation by FSA representatives will be:

a. To become sufficiently familiar with the project proposal and the subsequent development of the project so as to extend the maximum aid through rehabilitation loans and other rehabilitation services in order to help make the project achieve its purposes.

b. To determine the extent of aid which the FSA might be required to render to those who will leave the area, as well as to those who will remain within and adjacent to the area.

c. To be in a position to make specific recommendations to LU officials which present the views of FSA officials on any phase of the project which is pertinent from the rehabilitation point of view. FSA representatives will not conduct at this stage any detailed survey of the families involved or their needs, whether on the proposed project or in the areas adjacent to the project.

B. Surveys subsequent to approval of project proposals.

1. The farm and land use surveys conducted by LU field offices in connection with the preparation of the land acquisition and other detailed project plans will be utilized to the fullest possible extent for determining which of the families residing on the project area will require assistance and the type of assistance required by each family. Regional officials in charge of LU, with the advice of the regional directors of FSA, will determine the basic data necessary for such determination and will include appropriate provisions for such basic data in the schedules used in securing data for the preparation of the detailed project plans. It is not intended that the basic data in question include those detailed items which the FSA would ordinarily secure in its investigations prior to the making of loans or rendering of other assistance to individual families.

* Note: This memorandum relates only to "new" LU projects. The handling of "old" LU projects is covered by "Memorandum of Agreement" signed February 26, 1938.

C. Occupant's statement as to relocation arrangements.

1. It is absolutely essential that the relocation arrangements for the occupants of lands proposed for purchase be clearly understood by the families involved and made a matter of record from the very outset. The signature of the head of each family occupying land proposed for purchase will, therefore, be secured by a representative of LU to one of the following statements:

a. "Project Symbol_____ Name of Occupant _____

Option and Tract No.____ Address _____

When title to the abovementioned property, which I am now occuping as (owner) passes to the Government, I shall be
(tenant)
able to move within thirty days, unless I have already started cropping or grazing operations, in which case I shall be able to move as soon as such current operations are completed. I shall not require any assistance other than advisory from the Government in relocating.

Signed_____ Date_____"

b. "Project Symbol_____ Name of Occupant _____

Option and Tract No.___ Address _____

When title to the above mentioned property, which I am now occupying as (owner) passes to the Government, I shall be
(tenant)
able to move within thirty days unless I have already started cropping or grazing operations, in which case I shall be able to move as soon as such current operations are completed. I shall need advisory and financial assistance from the Government in relocating. I understand that I should apply for such assistance to Mr. _____, County RR Supervisor for FSA, whose office is at _____. I also understand that I may be given preference on a rehabilitation loan for such farm and home operating expenses, livestock and equipment as may be absolutely essential to the operation of a farm or ranch; that it is my responsibility to locate and purchase or lease, on terms satisfactory to the FSA, a farm or ranch which, in the judgment of representatives of that Administration, will permit the development of a balanced farming or ranching program; and that such a rehabilitation loan will not provide funds for the purchase of or downpayment on a farm or ranch.

Signed_____Date_____"

2. Copies of the applicable statement will be distributed as follows: One copy will be left with the occupant who signs; the original signed statement and one copy will be forwarded to the regional official in charge of LU who will forward the original signed statement to the regional director of the FSA, retaining the copy for the regional office files; one copy will be forwarded to the county RR supervisor involved; and one copy will be retained for the project files.

3. LU representatives charged with responsibility for securing the signed statements will be given specific instruction on which to base a decision as to the appropriate statement to be secured from each family involved. Such instructions will be given in a joint conference of regional, project and county officials of the two agencies involved. Where occupants have a large enough equity to realize from the proceeds of the sale sufficient funds to acquire by purchase or rental suitable relocation lands, to supplement livestock and equipment already owned, and finance farm and home operating expense on a scale in keeping with the average FSA client in the area involved, they will obviously be expected to sign the first statement. Similarly, occupants whose real interests are not farming and who should be able to find suitable employment unaided, will be expected to sign the first statement.

4. Where the occupant refuses to sign the appropriate statement, the project manager will report these circumstances in writing to the regional official in charge of LU who will determine in cooperation with the regional director of FSA what further action, if any, is necessary.

II. Use of project lands to provide assistance to families.

A. Projects approved under Title III of the Bankhead-Jones Farm Tenant Act will have been so planned as to enable a maximum number of families to remain in the area consistently with the authority and purposes of the program involved. Project lands will be utilized to provide assistance as follows:

1. Life leases.

a. This class will include <u>only</u> those families to which life leases are granted as a part of the purchase contract.

2. Permanent maintenance personnel.

a. This class will include <u>only</u> those families for which full or part-time employment as permanent maintenance personnel can be assured by the permanent administering agency. Such employment must provide an economic basis for continued occupancy of project lands.

3. Substitute occupancy privileges.

   a. This class will include only those families which will remain within the project area as owners or tenants of non-acquired lands, but whose occupancy of project lands in substitution for occupancy of their own lands will result in improved conditions.

III. Use of FSA facilities to provide assistance to families.

A. Use of project lands as described in the three classes above exhausts the facilities available through the LU program.

1. Families who do not fall in these three classes must move from the project lands and find new locations. Families who have indicated that they need neither supervisory nor financial assistance present no problem. Families indicating a need for financial assistance will be expected to apply for same in person at the office of the appropriate county RR supervisor, as will families desiring assistance which does not involve a loan, such as advice on availability of farms for relocation, lease forms, debt-adjustment, etc.

2. District and county RR supervisors involved in the relocation of project families will receive special instructions from the regional director of FSA in keeping with the contents of this "Memorandum of Agreement". Such instructions will make clear:

   a. That it is the responsibility of the district and county RR supervisors to assist all project families who were presented with and have signed the statement set forth in I C 1 b above, and apply for supervisory or financial aid, in making suitable arrangements for relocating at the earliest possible date.

   b. That such assistance will include loans or grants, or both; supervision; such assistance as is possible in the location and purchase or leasing, on satisfactory terms, of suitable farms or ranches; debt-adjustment where necessary; and other services of FSA which will further rehabilitation.

   c. That the standards for rehabilitation loans may be lowered where there is even a reasonable possibility of the ultimate rehabilitation of the families involved.

   d. That funds may be advanced as a loan against the purchase price in those cases in which it appears desirable to assist the families involved, prior to payment for their land, provided that such loans are made in accordance with Administration Instruction 80.

   e. That wherever practicable, project families will be considered in connection with any available opportunities on existing resettlement projects.

f. That insofar as the families involved qualify for Tenant Purchase loans, they will be referred to the county committee for consideration.

g. That in approving farms or ranches selected by the families, every effort will be made to see that the land is good, well located with regard to community facilities, and that security of tenure is provided in the lease. New farms should represent a distinct improvement in character and family opportunities over the project land on which they have been living.

h. That the families involved will be urged to take the initiative in finding suitable new locations as close as possible to their present locations, but where this is impossible and removal to other counties or even states must be resorted to, such families will be provided with any information available to FSA with regard to suitable relocation lands, with the understanding that they must personally inspect and make rental arrangements for any such land found to be suitable. While the FSA personnel will do everything possible to assist clients in locating suitable land, they shall not be held responsible for assuring their relocation. The statement signed by the family indicating needs in connection with relocation may be used to introduce the family to RR supervisors serving the territory involved in the new location.

(1) Since successful provision of assistance to families depends on the extent to which the families take the initiative in applying for assistance and locating suitable relocation farms, it is of the utmost importance that the families be encouraged in every way possible, by all concerned, to take such initiative. It is recognized, however, that certain families will fail to apply for assistance or locate suitable land.

(a) Suitable steps will be taken by LU project personnel to insure application by the family for assistance.

(b) Families who have applied but have been unable to locate suitable land will receive such help as is available locally and through other offices of FSA and LU.

i. That where project families are unable to qualify for standard RR loans (even where standards for RR loans are lowered), because of age, physical disability, lack of capabilities, mental deficioncies, etc., the aid of local relief and welfare agencies and all other appropriate agencies will be enlisted to the fullest possible extent. Needs which cannot be met through such agencies will be taken care of through grants which are within the funds available for such purposes.

j. That families in classes II A 1, 2 and 3 above, and families residing on lands within the project area which are not being acquired, may apply for and receive rehabilitation loans, debt adjustment, loans for participation in community and cooperative services, advice on leases, and other FSA services for which they can establish eligibility.

k. That loans and grants will not be made to occupants of proposed project areas except upon approval of the project manager.

l. That FSA personnel will indicate to LU officials those opportunities within the project area which might contribute to the rehabilitation of families located adjacent to the area.

3. The county RR supervisor will begin immediately upon receipt of applications to make necessary investigations, consult with the family involved, and render such assistance as he can in locating suitable land. Upon completion of arrangements for land, he will develop the farm and home plan and loan docket and in every way possible facilitate removal of the family from project land and their establishment on a satisfactory operating basis in the new location.

4. Where families receiving payment for their land have been given reasonable time to secure a suitable new location, and while financially able have failed to do so, these facts will be reported by LU project personnel to the LU regional office. Applicants to FSA who have been offered a reasonable basis for removal and failed to accept will likewise be reported to the regional office of FSA. If the regional director of FSA approves the report, he will so indicate to the regional director of LU, who in turn will notify both types of families that, having failed to take advantage of reasonable opportunities for relocation, temporary use privileges now held, together with employment on the project, if any, will be terminated as of a date determined to be reasonable under existing circumstances.

5. Families failing to accept the reasonable basis for removal previously offered, or to vacate within the period specified in the notice, will be reported to the Washington LU office, Division of Project Organization, for eviction proceedings.

IV. Supplementary cooperative arrangements.

A. Regional officials in charge of LU and regional directors of FSA will work out whatever arrangements may be necessary to insure against loans, or grants (except in extreme emergencies) being made to families in the project area which would be inconsistent with the project program.

V. Current progress report.

A.. As soon as sufficient information for the purpose has accumulated, the FSA will expand its present monthly "Report of Move Status of Families Originally Residing in Land Use Project Areas", to include "new" projects, or will issue a separate monthly report for the purpose, whichever method may be found more appropriate for keeping the BAE currently advised as to the progress being made in relocating the families involved.

VI. Unauthorized statements.

A. Promises of assistance to families which cannot be fulfilled will prove extremely harmful both to the families involved and to all the agencies that may be concerned. Field employees who have not been authorized to consult families with regard to their relocation, or to the provision of assistance for them will make no statements of any kind concerning such matters. Field employees who have been authorized to consult families for the purposes in question will make no statements which are inconsistent with the contents of this "Memorandum of Agreement". Regional officials in charge of LU and regional directors of FSA will immediately report any violations of the provisions of this paragraph to their appropriate Washington offices in order that any necessary disciplinary action may be taken promptly.

VII. Case records.

A. The frequent occasions which arise for justifying actions taken with regard to the relocation of particular families make it extremely important that case records of all such actions be carefully maintained by all field offices dealing with such families.

VIII. Changes in policy and procedure.

A. No modifications of the responsibilities, policies or procedures set forth in this "Memorandum of Agreement" will be made without the prior approval of the Bureaus concerned.

APPROVED: A. G. BLACK Date 7/28/38
Chief, Bureau of Agricultural Economics

APPROVED: C. B. BALDWIN Date 8/4/38
Acting Administrator, Farm Security Administration